

PROGRAMME: ADVANCED COURSE

Tuesdays

10 lectures

January 9th

THE NATURE OF INTERNAL AUDITING,
OBJECTIVES AND SERVICES AND INTERNAL
CONTROL (Chaps. 1, 2 and 3)

LECTURER: Walter R. Brindell,
Canada Packers Limited.

January 16th

ORGANIZATION AND TECHNIQUES OF
INTERNAL AUDITING (Chaps. 4 and 5)

LECTURER: A. E. Stead, C.A.,
Chartered Trust Company

January 23rd

CASH, RECEIVABLES, PREPAID EXPENSES AND
DEFERRED CHARGES (Chaps. 7, 8 and 11)

LECTURER: A. R. Hendricks,
Liquid Cargo Lines Ltd.

January 30th

CAPITAL EXPENDITURES (Chapter 10)

LECTURER: F. A. Beale,
The Steel Company of Canada Ltd.

February 6th

PROCUREMENT (Chaps. 9, 12, 13 and 15)

LECTURER: R. E. Singleton, C.A.,
Canadian Pittsburgh Industries Ltd.

February 13th

SALES, BILLING AND DISTRIBUTION COSTS
(Chaps. 14 and 19)

LECTURER: N. Mitchell, B.Com.,
Goodyear Tire and Rubber Co. Ltd.

February 20th

PAYROLLS, PRODUCTION COSTS AND COSTS
OF SALES (Chaps. 16, 17 and 18)

LECTURER: W. Tyler, A.C.I.S.,
Lever Bros. Ltd.

February 27th

MACHINE ACCOUNTING AND STATISTICAL
SAMPLING (Chaps. 20 and 21)

LECTURER: D. C. Whitney,
Prudential Insurance Co. of America.

March 6th

SPECIAL AUDIT ASSIGNMENTS AND
RELATIONS WITH EXTERNAL AUDITORS
(Chaps. 23 and 24)

LECTURER: J. A. Dukowski,
Simpson-Sears Limited.

March 13th

REPORTING AND MANAGEMENT ACTION
(Chaps. 6, 22 and 25)

LECTURER: D. C. Whitney,
Prudential Insurance Co. of America.



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1961-62

Courses in

INTERNAL AUDITING

in co-operation with the
INSTITUTE OF INTERNAL AUDITORS
TORONTO CHAPTER

INTERNAL AUDITING

Tuesdays

20 lectures

This course is divided into the Basic in the Fall and Advanced in the Winter Term and is presented by the Institute of Internal Auditors. The Basic Course consists of 10 lectures and is designed to provide a basic outline of Internal Auditing and its application to the major features of business and industry. Members of the office staff and their supervisors who are interested in the application of Internal Controls to office and factory operations, will find the course useful. It will also serve as an introduction to the Advanced Course and a basis for those interested in Internal Auditing as a career.

Persons who have had basic training in Internal Auditing or its equivalent, and who are seeking advanced knowledge on a managerial level, will find the Advanced course in Internal Auditing helpful. It will provide a suitable continuation of study for those who have taken the Basic Course. There will be opportunity for discussion of theory and actual experience. The recognized text will be "Internal Auditing" by Brink and Cashin, The Ronald Press Co.

TIME: 7:30 p.m.

Fall Term: October 10th–December 12th.
Winter Term: January 9th–March 13th.

PLACE: Room 116, Wallberg Building.

FEE: \$20.00 each 10-lecture course.

Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily, except Saturdays. Information may be obtained by telephoning WA. 3-6611, locals 301, 304, 526, 527. In order to accommodate students and enable them to enrol during the evening, registrations will be taken:

Monday, September 18th,

Wednesday, September 20th,

Monday, September 25th,

from 7:30 to 9 p.m. in the Wallberg Building, corner of St. George and College Streets.

PROGRAMME: BASIC COURSE

Tuesdays

10 lectures

October 10th

NATURE AND OBJECTIVES:

LECTURER: Donald C. Whitney,
Prudential Insurance Co. of America.

October 17th

PURCHASING:

LECTURER: Robert E. Singleton, C.A.,
Canadian Pittsburgh Industries Ltd.

October 24th

PAYMENTS AND CASH DISBURSEMENTS:

LECTURER: Douglas A. Cole, C.A.,
Canadian Pittsburgh Industries Ltd.

October 31st

MATERIALS CONTROL:

LECTURER: George S. Bradd,
Massey-Ferguson Limited.

November 7th

PAYROLLS:

LECTURER: Lorne J. MacKenzie, C.A.,
Shell Oil Company of Canada Ltd.

November 14th

FINISHED GOODS—PRODUCTION AND SALES:

LECTURER: Robert G. Morgan, C.A.,
Imperial Oil Limited.

November 21st

RECEIVABLES AND CREDIT:

LECTURER: A. R. Hendricks,
Liquid Cargo Lines Ltd.

November 28th

CASH RECEIPTS:

LECTURER: L. Vernon Carter,
Canadian Oil Companies Ltd.

December 5th

FIXED ASSETS:

LECTURER: Lorne J. MacKenzie, C.A.,
Shell Oil Company of Canada Ltd.

December 12th

COMPANY RECORDS:

LECTURER: A. Church, C.A.,
Price Waterhouse & Co.